



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 5006 CAMPUS TEMPORARY SIGNAGE AND POSTING OF INFORMATION

1.0 PURPOSE

- 1.1. Temporary signage and posting of information on the campus of Oklahoma City Community College (OCCC) must adhere to these procedures. Postings in any other locations will not be permitted.
 - 1.1.1. The Campus Police Department, Facilities Management and Marketing & Public Relations are excluded from these procedures when emergency or other essential postings are required.

2.0 INTERNAL ORGANIZATIONS

- 2.1. Campus Events Boards
 - 2.1.1. Bulletin boards labeled for the purpose of campus events are used for posting of information regarding internal events and announcements.
 - 2.1.2. Permission to post information on these boards, located throughout the campus, must be given by the Director of Student Life or designee.
 - 2.1.2.1. Unless otherwise approved by the Director of Student Life, only one (1) 8.5x11, or smaller posting per event or informational topic or event will be approved for each campus event board.
 - 2.1.2.2. Event posting may only be displayed 30 calendar days prior to the event date.
 - 2.1.2.3. Event postings shall be removed within one (1) business day after the event by the office or department hosting the event.
 - 2.1.2.4. Informational postings may only be displayed for 30 calendar days.
 - 2.1.2.5. Informational postings shall be removed within one (1) business day of the end of the approval period by the office or department providing the information.
 - 2.1.3. All postings shall be stamped with the date of approval.
 - 2.1.4. The host office is responsible for hanging postings once approval has been given.
 - 2.1.5. Postings that have not been approved will be removed by the Office of Student Life and returned to the host office.
 - 2.1.6. Posting violations will be reported to the President's Cabinet member over the host office.
 - 2.1.7. Items posted on campus events boards that are found to be in violation of local, state or federal laws or in violation of OCCC policies may be removed immediately.

- 2.2. Display Sticks and Easels
 - 2.2.1. Display sticks and easels can be checked out from the Office of Student Life based on availability.
 - 2.2.1.1. Event posting may only be displayed seven (7) calendar days prior to the event date.
 - 2.2.1.2. Event postings shall be removed and the display sticks or easels shall be returned to the Office of Student Life within one (1) business day after the event by the office or department hosting the event.
 - 2.2.1.3. Informational postings may only be displayed for seven (7) calendar days.
 - 2.2.1.4. Informational postings shall be removed within at the end of seven (7) calendar days by the office or department providing the information.
 - 2.2.1.5. Posting violations will be reported to the President's Cabinet member over the host office.
- 2.3. Office, Classroom/Lab or Department Specific Boards
 - 2.3.1. Bulletin boards located throughout campus specific to individual offices, classroom/lab and departments will be properly labeled.
 - 2.3.2. Only information related to the specified office, classroom/lab or department may be displayed on these boards.
 - 2.3.3. Approval must be granted by the specific office, classroom/lab or department for any other posting.
 - 2.3.3.1. The specific office, classroom/lab or department shall note approval on each posting.
 - 2.3.4. Items posted on office, classroom/lab or department specific boards that are found to be in violation of local, state or federal laws or in violation of OCCC policies may be removed immediately.

3.0 EXTERNAL ORGANIZATIONS

- 3.1. Public Posting Boards
 - 3.1.1. Bulletin boards labeled for public postings are available throughout campus.
 - 3.1.2. Permission to post information on these boards, located throughout the campus, must be given by the Director of Student Life or designee.
 - 3.1.2.1. Only one (1) 8.5x11, or smaller posting per event or informational topic will be approved for each campus event board.
 - 3.1.2.2. Event posting may only be displayed 30 calendar days prior to the event date.
 - 3.1.2.3. Informational postings may only be displayed for 30 calendar days.
 - 3.1.3. All postings shall be stamped with the date of approval.
 - 3.1.4. The Office of Student Life shall check public postings boards at least two (2) times per month and remove outdated information.
 - 3.1.5. Postings that have not been approved will be removed by the Office of

Student Life and discarded.

- 3.1.6. Items posted on public posting boards that are found to be in violation of local, state or federal laws or in violation of OCCC policies may be removed immediately.

Effective: 01-29-1994
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